

## **Assignment #1:**

### **CAREER EXPLORATION (45 marks)**

#### **Part 1 (25 marks)**

Write a sentence that describes your overall career goal with reference to your desired cooperative education placement. The sentence(s) must be concise, free of errors, and be targeted to a specific goal. (2 marks)

Create a detailed list highlighting why you chose to take Co-Op 120 and describe 5 things you would like to learn and/or obtain from your co-op placement. (5 marks)

Prepare a list of questions (minimum of 4) that you may ask a potential employer when you go for your co-op placement interview. Make sure that the questions are specifically related to the placement for which you are applying and demonstrate that you have done your research. (2 marks)

Write a paragraph profiling how your co-op placement will relate to your career aspirations and skills (3)

Make a list of five persons that could provide a reference for you based upon character, skills, academics, work ethic, etc. Beside each name write a detailed comment indicating what you would like each person to say about you that would profile you as an excellent candidate to attain a job –(remember that when you do your portfolio you will need a minimum of three references so keep these people in mind and ask early in the term if you decide to use them as your actual references) – (5 marks)

Write a paragraph describing your educational background, courses you have taken and training including skills, volunteer and work experiences, activities and interests. (8 marks)

#### **Part 2 (20 marks)**

Prepare a chronological resume demonstrating the format that would be used for purposes of attaining an interview for a work placement. Refer to your notes on format to ensure that the format is correct— if computer is unavailable at the time you may pass in a handwritten copy as a draft. You will be required to complete a formal resume on computer with no grammatical errors prior to going to your interview for your co-op placement. Include your overall career goal created for part 1 and three of the people to be reference with their exact contact information.

Prepare a formal cover letter demonstrating that you are aware of the proper format (use your notes as a reference). The letter is to be addressed to an employer (If you do not have one assigned to date, you may make one up to demonstrate that you comprehend the correct format). . You will be required to complete a formal cover letter addressed to your employer on computer with no grammatical errors, full address, etc. prior to going to your interview for your co-op placement. (10 marks)

## **Assignment #2:**

### **INTERVIEW PROCESS (15 marks)**

Create a list of the most common interview questions for a professional job.

Create a written script- (minimum of 5 questions and detailed responses) outlining a formal interview for a potential job application. Refer to notes for commonly asked questions in a job interview. This will prepare you for when you go to your interview. (10 marks)

Compile a list of things that should and should not be done or asked in an interview situation (5 marks)

Write a paragraph response turning a negative into a positive if told "We are looking for someone with more experience". It is your responsibility to convince the interviewer that despite your lack of experience, you would be of benefit if they were to hire you. (5 marks)

## **Assignment #3:**

### **PERSONALITY ASSESSMENT (20 marks)**

The types of personality include realistic (like to work with your hands and tools); investigative (abstract problem solvers); artistic (like to work with your mind-creative); social (like to work with and help people); and enterprising (like to influence people- management). Analyze the type(s) that best describe you and write a paragraph describing your personality type and how it relates to your chosen career. Give specific examples to demonstrate that you have carefully analyzed your personality. List the strengths, weaknesses, opportunities and threats that you may incur relating to your personality and choice of career. (5 marks)

There are seven intelligences: musical, bodily kinaesthetic (physical), logical mathematical, linguistic (use languages, spatial (ability to look at objects in three dimensions/solve puzzles), interpersonal (interact well with others), and intrapersonal (ability to understand a sense of self). Analyze these intelligences and write a paragraph that best describes one that is most compatible with your personality. Give specific examples to make your point. (5 marks)

Your personality is a result of heredity, environment and other factors. It affects physical appearance, gender, ability to learn, emotional and other tendencies. Give some examples, either positive or negative, regarding different factors that may affect one's personality. (3 marks)

Write a clearly defined paragraph explaining how your interests and skills will be enhanced by your co-op placement. (5 marks)

Identify two different occupations that may be suitable for you to pursue following graduation and explain why they would be appropriate. (2 marks)

#### **Assignment #4:**

##### **SELF-ASSESSMENT and ANALYSIS (20 marks)**

Write a clearly defined paragraph describing in detail your values and beliefs (things that are important to you and that you feel strongly about). Include personal examples to profile yourself and what you stand for. You will be required to include this information as part of your portfolio assignment so keep this in mind as you are compiling your paragraph – make sure that you have proper spelling and no grammatical errors (10 marks)

Write a clearly defined paragraph defining how people's values have an influence upon the decisions that they make and the type of career that they may choose (5 marks)

Describe how a positive self-concept affects one's career and provide examples of the impact a negative self-concept can have on one's career (3 marks)

Explain why periodic self-assessment (analyze who you are physically & emotionally and how you are changing) is important when making decisions in your life (2 marks)

#### **Assignment #5:**

##### **COMMUNICATION (10 marks)**

Make a list profiling effective and ineffective communication skills. Use this list to analyze and evaluate your personal listening skills. Provide specific examples, through a detailed paragraph, on ways you are effective and explain how you may change your ineffective behaviours to be more effective. (10 marks)

#### **Assignment #6:**

##### **PROBLEM SOLVING PROCESS (15 marks)**

The Conference Board of Canada developed an Employability Skills Profile (2000+) to illustrate the skills identified by employers as being essential. Such skills are transferable and are used in all careers, rather than work-specific-required by only certain occupations. There are three categories- Fundamental (communicate, manage information, use numbers, and think & problem solve); personal management (positive attitude, responsible, adaptable, learn continuously, and work safely); and teamwork (work with others and participate in projects & tasks). Compile a list of these skills under the appropriate headings and provide specific examples of skills accomplished to date. For example- Fundamental (received 90% on math test); Personal management (balanced going to school and part-time job); Teamwork (worked on group project for science – played on basketball team). Write as many different examples as you can to profile your skills to a potential employer. You will use this as part of your portfolio assignment and will back it up with pictures and/or documentation. (10 marks)

There are seven steps in the problem-solving process: Define your need and wants; analyze your resources; identify your choices; gather information; evaluate your choices; make a decision; evaluate your decision. Describe a job, social, or school-related situation whereby a problem may occur. Use the problem solving strategy to clearly outline each step of this problem and how it was solved. (5 marks)

Attitude is the belief and feelings that cause a person to behave in a certain way. When preparing for your co-op work placement write a paragraph describing how you will prepare; what you will wear to the interview; what questions you might ask; how you might dress if you are accepted for the placement following the interview (5 marks)

## Assignment #7:

### VALUES, ETHICS & HUMAN RIGHTS (20 marks)

Ethics and values are important. The code of ethics is a collection of rules of right or wrong that form a system of behaviour. Ethics are learned through experience, education and interaction with others. Individual employees have a moral responsibility toward the employer, customer, community, and themselves. This atmosphere of mutual respect promotes integrity (honesty & commitment to principles). Answer the following questions in full sentences: (10 marks)

- (a) Why are good teamwork skills critical to success in the workplace?
- (b) Give an example of how technology affects workplace etiquette (manners).
- (c) Why are creative thinking and good communication skills important parts of conflict resolution?
- (d) Why are respect, understanding and communication especially important in a diverse workplace?
- (e) What are an employee's responsibilities toward preventing discrimination in the workplace and what action can one take if they are harassed or discriminated against in the workplace?

Identify an experience one might encounter in the near future where based on past experience may have behaved reactively but by being proactive would be able to avoid a negative experience. For example—failed English exam and had to go to summer school/ Worked during the year; took notes; came for extra help; completed homework assignments on time—was able to pass the course and spent July mornings in the swimming pool rather than at school. (5 marks)

Select a problem (actual or fictional). Determine whether the problem is direct (i.e. smoking has a direct impact on your health- you can control this problem through your actions); indirect (i.e. you need someone else to change the behaviour to solve the problem) or no control (i.e. environmental disasters that could not have been foreseen or prevented). Refer to your notes on Stephen Covey and identify the steps that could be taken with regards to a specific problem: Be Proactive; Begin with the end in mind; Put first things first; Think win-win; Seek first to understand; synergize; sharpen the saw-physical, social & spiritual. (5 marks)